NAHRO Certified Specialist of Inspections- Housing Quality Standards (CSI-HQS)

Certification Application

Thank you for applying for the NAHRO Certified Specialist of Inspections- Housing Quality Standards (CSI-HQS) Certification. Please read and complete each section of this application fully and accurately in legible handwriting or type. You may submit this application anytime after you have completed all of the requirements. Some requirements may require that you provide additional documentation, for example a certificate of completion or evidence of passing an exam provided by another affordable-housing training provider. If you have questions regarding NAHRO's certification requirements, how to complete this application, or acceptable documentation for other providers' education and testing, please contact NAHRO Certification Manager Blake Pavlik at bpavlik@nahro.org or (877) 866-2476, extension 6261.

Please initial each page of this application. Your completed and signed application should be mailed to:

NAHRO
Professional Development Department (Certification)
630 Eye St., NW
Washington, DC 20001

Or emailed to: bpavlik@nahro.org

OR faxed to (202) 289-8181

Receipt of your application will be acknowledged within two weeks of receipt via e-mail.

There is no membership requirement to apply for or receive NAHRO certification. Members and non-members will be evaluated equally. NAHRO does not discriminate on any basis including race, sex, age, religion, national origin, sexual orientation, or disability.

Applicant Initials

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Application Checklist

□ Section 1: Contact Information
□ Section 2: Education and Experience
□ Section 3: Professional Development Achievements
□ Section 4: Adhere to the NAHRO Professional Code of Conduct and Application Attestation

Section 1:
Contact Information

Please indicate whether you want your certification sent to your ☐ Work or ☐ Home

_____ _____ _____
First Name Middle Name or Initial Last Name

Title of Present Position _____

□ Business Address

_____
Street Address

_____
City State Zip Code

_____
Business Telephone Fax E-mail Address

□ Home Address

_____
Street Address

_____
City State Zip Code

_____
Home Telephone Fax E-mail Address

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+Section 2: Education and Experience (Must Complete All Options)

□ High School Diploma or Equivalent

□ Have been employed by the industry for six months

Section 3: Professional Development Achievements (Must Complete Options 1, 2 & 3)

1) □ Completion of NAHRO's HQS Seminar

Enter Date/Location_____

OR

□ Completion of 17 hours of training on Housing Quality Standards (HQS) from another provider (Applicant must include a copy of a certificate of completion. The certificate must have the name of the participant, the name of the provider (and logo, if applicable), title and date of seminar, and number of Continuing Education Units earned for attendance.)

OR

□ Five years' experience in the Affordable/Assisted Housing and Community Development Industry

2) □ Passing grade on NAHRO's Certified Specialist of Inspection-Housing Quality Standards (CSI-HQS) Certification Exam

Enter Date/Location_____

3) □ Completion of NAHRO's Ethics for NAHRO's Specialist Certifications Seminar

OR

□ Completion of NAHRO's Ethics for NAHRO's Management Certifications Seminar

OR

□ Completion of NAHRO's Public Housing Manager Seminar after September 1, 2010, (contains a module equivalent to NAHRO's Ethics for Specialists Seminar)

Enter Date/Location_____

OR

□ Completion of a NAHRO Seminar after December 1, 2014 that contained a module equivalent to NAHRO's Ethics for Specialists Seminar (select seminars only).

Enter Date/Location_____

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Section 4: Adhere to the NAHRO Professional Code of Conduct

The mission of the National Association of Housing and Redevelopment Officials (NAHRO) is to make available resources for its members and others who provide decent, safe, affordable housing and viable communities that enhance the quality of life for all Americans, especially those of low- and moderate-income by:

- Ensuring that housing and community development professionals have the leadership skills, education, information and tools to serve communities in a rapidly changing environment;
- Advocating for appropriate laws, adequate funding levels and responsible public policies that address the needs of the people served; are financially and programmatically viable for our industry; are flexible, reduce regulatory burdens and promote local decision-making;
- Fostering the highest standards of ethical behavior, service, and accountability to ensure the public trust.

NAHRO is committed to help create a nation in which all people have decent, safe and affordable housing and economic opportunity in viable, sustainable communities.

Therefore, each NAHRO individual member or associate, allied individual member, and those certified through one of NAHRO's Credentialing programs, which may include anyone serving as a commissioner, member of any other type of governing and/or policy making body, as well as an organization's executive and operational staff, will adhere to a Code of Professional Conduct that supports this mission, and pledges to:

- Promote the public trust through advocacy for the responsible administration of housing and community development programs.
- Perform governance and work responsibilities with the highest degree of integrity and professionalism, in order to merit the respect of the beneficiaries of the programs, elected officials, and the general public.
- Promote and encourage the highest level of ethics and integrity within the industry.
- Serve the public with dedication, concern, courtesy, and responsiveness.
- Exercise diligence, objectivity, and honesty in executing professional responsibilities.
- Continually strive for personal professional excellence, encourage and support associates in their professional efforts.
- Avoid any activities that conflict with official duties and not accept directly or indirectly any fee, rebate, commission, discount, gratuity, or other benefit, whether monetary or otherwise, for the professional discharge of duties except an authorized established salary, expenses, and benefits.
- Avoid misuse or misrepresentation of any of NAHRO's comprehensive certifications.
- Immediately report known violations of this Code of Professional Conduct to the Chief Executive Officer of NAHRO.

This Code of Professional Conduct has been adopted to promote and maintain the highest standards of personal and professional conduct. Adherence to this Code is required for continued NAHRO individual membership and associate status and/or retention of any comprehensive credential achieved through NAHRO's Professional Development System. Adopted by the NAHRO Board of Governors on March 17, 2013.

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"I have read and understood the NAHRO Code of Professional Conduct and I acknowledge that adherence to its principles, both in letter and in spirit, is essential to maintaining the public trust. I further acknowledge that the credential/certification for which I am a candidate connotes professionalism and high ethical standards as well as competency. Accordingly, I will at all times abide by and fully comply, both in letter and spirit, with the NAHRO Code of Professional Conduct (as such Code may be amended or modified from time to time). I further acknowledge and agree that, if NAHRO, under its then applicable procedures relating to such matters, determines that I have materially violated any provisional of the NAHRO Code of Professional Conduct, the credential/certification held by me may be suspended or permanently revoked by NAHRO. I hereby waive any and all suits, claims, demands, and rights of action that may arise in connection with any such suspension or revocation and agree that I will not assert any claim, suit, demand, or action in connection therewith against either NAHRO, or any of its officers, members of its Board of Governors, members of its Board of Ethics and Credentialing Trustees or any subcommittee thereof, or any of NAHRO's employees or agents."

_____

Signature

_____ _____

Print or Type Name Date

Application Attestation

In completing and signing this application, I fully understand that it is an application only and does not guarantee certification. By signing this application, I attest that the information and documentation provided is accurate to the best of my knowledge. I understand that any false statement or misrepresentation that I make in the course of this application process may result in revocation of this application or other disciplinary action by the NAHRO's Board of Ethics and Credentialing Trustees.

I understand that NAHRO reserves the right to revise or update this application and the Code of Professional Conduct, and that it is my responsibility to be aware of current certification requirements. Further, I understand that it is my responsibility to provide NAHRO with any requested documentation in connection with this application.

I understand and agree that if I am certified following acceptance of this application such certification does not constitute NAHRO's warranty or guarantee of my fitness or competency to practice as a public housing inspection specialist. I authorize NAHRO to include my name in a public record list of certified individuals and agree to use the NAHRO designation and related trade names, trademarks, and logos only as permitted by NAHRO policies. I also agree that NAHRO may use aggregate application data for statistical and research purposes.

_____

Signature

_____ _____

Print or Type Name Date

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